



PRIVATE AND CONFIDENTIAL



STUDENT SUPPORT INDICATOR

This student learning support indicator must be completed by the student in the company of the trainer/assessor. The back page must be fully completed and signed by the RTO assessor and the student.

Please print the following details

Name of Student .....

Conducted by .....

(Print name of trainer and assessor)

**Student Particulars**

First name ..... Last name .....

Address .....

..... Post code .....

Telephone number ..... Date of birth ...../...../.....

Country of birth ..... Language (s) spoken .....

Countries lived in for 6 months or more .....

.....

Left school at grade : ..... Where attended school .....

Please list any certificates and/or other tertiary qualifications

.....  
.....  
.....

What are your hobbies / interests (football, fishing, netball, etc)?

.....  
 .....  
 .....  
 .....

Are you aware of any known health/learning difficulties that may affect your study?

.....  
 .....

Eyesight.(circle) good / fair / poor

Hearing (circle) good / fair / poor

Approx - how much do you read everyday? (circle)

A lot	A fair bit	some	very little
20000 - 5000 words	5000 - 1000 words	1000 - 250 words	250 - 0 words

How do you rate your reading ability? (circle)

excellent / good / OK / not bad / poor

Do you sometimes have trouble with any of the following?

- |                             |   |          |                            |   |          |
|-----------------------------|---|----------|----------------------------|---|----------|
| Recognising common words    | - | yes / no | Remembering what you read  | - | yes / no |
| Sounding out words          | - | yes / no | Reading forms              | - | yes / no |
| Reading too slowly          | - | yes / no | Following directions       | - | yes / no |
| Understanding what you read | - | yes / no | Following timetables       | - | yes / no |
| Using a dictionary          | - | yes / no | Reading a street directory | - | yes / no |

**Writing habits**

Do you have trouble with any of these? (Circle those appropriate)

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| 1 Filling in forms                    | 6 Spelling                           |
| 2 Writing notes and messages          | 7 Finding out the right words to use |
| 3 Writing more than a sentence or two | 8 Organising ideas                   |
| 4 Writing an informal letter          | 9 Handwriting                        |
| 5 Writing a business letter           |                                      |

**Maths**

How do you rate yourself on these skills

	bad	below average	average	good	excellent
Adding					
Subtracting					
Multiplying					
Dividing					
Percentages					
Fractions					
Using a calculator					

When shopping, do you feel confident about getting the best value for money and getting the right change?

.....

.....

.....

**Language, Literacy & Numeracy (LL&N):** The Training Package highlights specific Australian Core Skills Framework (ACSF) levels of LL&N, participants **must** have sufficient LL&N skills to be able to read workplace safety signs, safe operating policy and procedures.

Where LL&N is determined to be less than the standard requirement, participants and (where appropriate) employers are notified for the LL&N need to be addressed prior to continuation of the training and assessment program.

A pre course questionnaire is available to all participants prior to commencement of course. This pre course questionnaire will be used to determine if the participant/s have any type of learning difficulties that prevent the participant to meet the minimum level of LL&N requirement.

LL&N concerns are to be identified and notified prior to formal course enrolment / commencement

Once the LLN assessment outcome is finalised, the student receives feedback informing them if LLN support is required.

Where a student's LLN levels are identified as being lower than the specified requirements for the course, TRAINING WORX (AUST) PTY LTD will:

- provide advice and information about alternative program choices or
- offer the student LLN assistance (refer below for examples of assistance offered). Ultimately, it is the choice of participants as to whether or not they proceed with the enrolment.
- Where support needs go beyond what can be met with reasonable adjustment during the training and assessment process, and additional support is required, TRAINING WORX (AUST) PTY LTD directs participants to a literacy specialist.

A Commonwealth Government support service is: [The Reading Writing Hotline # 1300 6555 06](#)

Provision is made for oral assessment in place of written assessments, however the ability to be able to demonstrate sufficient LL&N to undertake the above specified requirements must still be able to be adequately demonstrated. All programs are tailored to the individual needs of the particular client group and is dependent on:

Information gained from the initial onsite meetings with the management to determine:

- ◆ LL&N levels of the candidates
- ◆ Training needs analysis if required
- ◆ Current work procedures and job requirements
- ◆ Resources and equipment available
- ◆ Access to the equipment available
- ◆ Any specific site requirement that needs to be added to the course content
- ◆ Discussions about the assessment processes and confirmation that nothing else needs to be added to suit site requirements
- ◆ Industry consultation documentation

**TO BE COMPLETED BY THE TRAINER:**

Please indicate below details of the student's ability to complete training program. (Include initial observations of work task requirements reflected in the training plan)

Comments

Does the student/trainee exhibit adequate levels of literacy & numeracy skills required to complete their training **at this stage**.

(Circle) YES / NO

Has a need for learning support been identified at this stage?

(Circle) YES / NO

Student Name \_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature) Date / /

Assessor

\_\_\_\_\_  
(Print) Date / /  
\_\_\_\_\_  
(Signature)